Examination Invigilator
SCP 11
Casual Employment Contract

1. **Job Purpose:**

   1.1 To invigilate examinations following documented processes, procedures and regulations to ensure examinations are run in a secure, confidential and suitable environment. To ensure both students and the Academy comply with regulations. To ensure all students have a consistent experience of examinations.

2. **Duties and Responsibilities**

   2.1 To lay out examinations with relevant examination materials as directed by the Line Manager.
   2.2 To assist students entering the examination room.
   2.3 To record attendance/absence from the examination by completing examination registers.
   2.4 To ensure identification checks are correctly carried out.
   2.5 To report all student queries on examination papers to the Line Manager.
   2.6 To report all suspected/actual breaches of Regulations and Malpractice to the Line Manager.
   2.7 To respond immediately to students requiring assistance.
   2.8 To undertake the collection and checking of examination scripts and materials, ensuring all submitted scripts are accounted for.
   2.9 To tidy the examination room in preparation for subsequent examination sessions.
   2.10 To deal with students arriving late for an examination.
   2.11 Any other duty as required by the line manager commensurate with the post.

3. **Supervision Received**

   3.1 Line Manager:
   - Exams and Data Manager
   3.2 Level of Supervision:
   - Left to work within established guidelines subject to scrutiny by Line Manager.

4. **Special Conditions**

   The academy operates within its adopted policies and procedures.

   The post holder will be subject to satisfactory Advanced Disclosure and Barring Service (DBS) clearance.